

OFFICE OF THE COMAMNDER, DLA JACKSONVILLE (DSCR-AD)

MISSION:

Provide direct support for Defense Logistics Agency's (DLA) world-wide mission. The Commander, DLA Jacksonville (DSCR-AD) will be responsible for the daily operations of all retail level supply, storage and distribution support for Fleet Readiness Center South East (FRC Southeast). In this capacity, Commander, DLA Jacksonville will represent DLA in its effort to extend the Enterprise and will serve as an important link in DLA's total supply chain support of the warfighter. The Commander, DLA Jacksonville is dependent on the other DLA business areas and all DLA Supply Chain Owners (SCOs). In order to minimize work stoppages of the FRC Southeast production lines, the Commander, DLA Jacksonville is authorized to directly contact any DLA business area and any individual working in any DLA business area. The responsibility of the Commander, DLA Jacksonville does not extend into directing the daily operations of any DLA direct support business area. DLA Jacksonville will provide timely and effective supply support to FRC Southeast (Naval Air Station, Jacksonville, FL) by managing the supply, storage and distribution of material required to sustain FRC Southeast's scheduled and unscheduled depot level maintenance, repair, and manufacturing processes. This will include stock control, Bill of Material (BOM) maintenance, material requisitioning, receipt, stock/store/inventory, material handling, turn-in processing, Bulk Hazardous Material and Pre-Expended Bin (PEB) Program oversight, and material supportability related to procurement processes.

FUNCTIONS:

1. Analyzes workload, ensuring proper allocation of resources.
2. Responsible for administrative support of DLA Jacksonville.
3. Serves as site training coordinator and approver.
4. Acts as Competition Advocate for FRC Southeast.
5. Develops annual operating budget that includes projecting labor costs, non labor costs, fixed and overhead expenses.
6. Oversees the safety, security, manpower, personnel staffing, and ISO programs.
7. Manages supply support contracts for Storage and Distribution, Technical Material Support, Pre-Expended Bin, and Bulk Hazardous Material.
8. Monitors and reviews Statements of Work (SOW) for all assigned contracts.
9. Monitors and evaluates contractor compliance with applicable contract clauses.
10. Serves as FRC Southeast Business Office Liaison for PBL partnerships.

DLA JACKSONVILLE, INVENTORY MANAGEMENT DIVISION (DSCR-ADA)

MISSION:

Responsible for all procurement activity (standard stock, open purchase, and local manufacture) for all production lines and support shops under the cognizance of FRCSE. Validates criticality of material and procurement sources. Tracks expenditure of NWCF funds, defined as NAVSUP BP28 and NAVAIR NIF and SRI funds. Responsible for receipt, stow, issue, inventory management, shelf life management, physical security and accuracy of NWCF inventories. Responsible for tracking and analysis of all inventory management data, procurement data, usage and material forecasting.

FUNCTIONS:

1. Analyzes workload, ensuring proper allocation of resources.
2. Responsible for proper management and operation of Inventory Management, Inventory Support functions to include accurate inventory controls; inventory analysis and warehousing of material purchased in support of FRCSE and NWCF material.
3. TrackS inventory transactions and financial data from NDMS applications to NAVSUP UADPS U2 and NAVAIR DIFMS systems.
4. Monitors processes and make associated corrections as required for material receipt, issue, quantity changes, item master establishment and change notices.

DLA JACKSONVILLE, MANUFACTURING SUPPORT BRANCH (DSCR-ADAA)

MISSION:

Responsible for the full range of material support for the FRCSE Manufacturing SBT.

FUNCTIONS:

1. Purchases raw material (metals, bar stock, tube, hose, fittings, etc.) for all parts and to tooling manufactured by FRCSE in support of aircraft, engines and components workload, plant support, and external customers. Operates Bonded Material
2. Stockroom (BMS). Analyzes workload, ensuring proper allocation of resources.
3. Manages Navy Working Capital Fund (NWCF) owned assets and inventory data.
4. Acts as a liaison between FRC Southeast manufacturing planners and item managers/demand planners for both Navy and DLA items.
5. Validates and fulfills FRC Southeast's "Demand Signal" using Naval Air System Command's (NAVAIR) Depot Maintenance System (NDMS) and supporting software to meet customer's required delivery date (RDD).
6. Provides retail supply chain material support for FRC Southeast Programmed Depot Maintenance (PDM) and unscheduled repair activities related to the repair, modification, and rework of aircraft, engines, and components.

DLA JACKSONVILLE, MATERIAL ANALYSIS BRANCH (DSCR-ADAB)

MISSION:

Oversees suite of interfaces (MPT-STP) that pass inventory transactions and associated financial data from the NDMS applications to NAVSUP UADPS U2 and NAVAIR DIFMS systems. Tracks activity performance metrics.

FUNCTIONS:

1. Monitors and correct transactions daily and/or as required for every material order, receipt, issue, quantity change, item master establishment, and change notice.
2. Tracks BP28 funding obligations. Monitor and manage NAVAIR closed JON's.
3. Tracks and analyzes detachment metrics.
4. Transacts financial acceptance of contract material via WAWF.
5. Provides material forecast and validations.
6. Develops ad hoc reports and charts for both internal and external customers.
7. Analyzes workload, ensuring proper allocation of resources.
8. Maintain BOMs for purchase parts.

DLA JACKSONVILLE, BUYER/PLANNER AERONAUTICAL BRANCH (DSCR-ADAC)

MISSION:

Responsible for the procurement of material for all aeronautical programs supported by FRC Southeast, ISSA and local Fleet Support Teams (FST's).

FUNCTIONS:

1. Procures standard stock, open purchase and local manufactured consumable aeronautical material.
2. Determines range and depth of material to be stocked in NIF and BP-28 stockrooms.
3. Reviews daily supply/demand posture for assigned items.
4. Expedites high priority requirements.
5. Processes "method of payment" GPC for contractual procurements.
6. Analyzes workload, ensuring proper allocation of resources.
7. Acts as a liaison between FRC Southeast and item managers/demand planners for both Navy and DLA items.
8. Maintains an item master data for purchase parts.
9. Validates and fulfills FRC Southeast's "Demand Signal" using Naval Air System Command's (NAVAIR) Depot Maintenance System (NDMS) and supporting software to meet customer's required delivery date (RDD).

DLA JACKSONVILLE, BUYER/PLANNER NON-AERONAUTICAL BRANCH (DSCR-ADAD)

MISSION:

Responsible for the procurement of material for all non-aeronautical programs supported by FRC Southeast, ISSA and local Fleet Support Teams (FST's). Manages AVDLR program.

FUNCTIONS:

1. Procures standard stock, open purchase and local manufactured consumable material.
2. Determines range and depth of material to be stocked in NIF and BP-28 stockrooms.
3. Reviews daily supply/demand posture for assigned items.
4. Expedites high priority requirements.
5. Manages by commodity for bearings, bushings, wire, common hardware, office supplies, plant maintenance and downed equipment.
6. Processes GPC procurements.
7. Processes DOD EMALL and GSA Prototype procurements.
8. Analyzes workload, ensuring proper allocation of resources.
9. Acts as a liaison between FRC Southeast and item managers/demand planners for both Navy and DLA items.
10. Maintain item master data for purchase parts.
11. Validates and fulfills FRC Southeast's "Demand Signal" using Naval Air System Command's (NAVAIR) Depot Maintenance System (NDMS) and supporting software to meet customer's required delivery date (RDD).

DLA JACKSONVILLE, WAREHOUSING BRANCH (DSCR-ADAE)

MISSION:

Responsible for the Material Receiving, Storage and Issue, which provides retail material support for workload at FRC Southeast.

FUNCTIONS:

1. Processes all material receipts for incoming FRC Southeast Material.
2. Processes all confirms to stock and issues for NWCF and FRC Southeast Material.
3. Documents all inventory transactions in NAVAIR NDMS applications.
4. Manages all referrals and lateral support requests.
5. Coordinates transshipments of material to FRCSE Southeast locations.
6. Manages the physical location and security of all on-hand retail material.
7. Performs and analyzes results of wall to wall inventories, spot inventories and location audits.
8. Conducts shelf-life management for consumable materials.
9. Submits and tracks SDR's and PQDR's.
10. Pulls packages and coordinates transshipment of excess material.
11. Delivers DTO and AVDLR material to FRC Southeast Cost Centers.

12. Analyzes workload, ensuring proper allocation of resources.
13. Provides retail supply chain material support for FRC Southeast Programmed Depot Maintenance (PDM) and unscheduled repair activities related to the repair, modification, and rework of aircraft, engines, and components.

DLA JACKSONVILLE, INVENTORY SUPPORT DIVISION (DSCR-ADB)

MISSION:

Responsible for the Inventory Support Branch, which provides material support on the production shop floor at FRC Southeast.

FUNCTIONS:

1. Analyzes workload, ensuring proper allocation of resources and personnel
2. Acts as a liaison between FRC Southeast and item managers/demand planners for both Navy and DLA items.
3. Provides retail supply chain material support for FRC Southeast Programmed Depot Maintenance (PDM) and unscheduled repair activities related to the repair, modification, and rework of aircraft, engines, and components.
4. Provides requirements determination, material sourcing and production technical support for FRC Southeast Programmed Depot Maintenance (PDM) and unscheduled repair activities related to the repair, modification, and rework of aircraft, engines, and components.
5. Provides Status Updates to Customers
6. Close coordination for BOM Maintenance for purchase parts
7. Close Coordination with Buyer/Planners for sourcing

DLA JACKSONVILLE, AIRCRAFT SUPPORT BRANCH (DSCR- ADBA)

MISSION:

Responsible for shop floor material support for the Aircraft Lines (F/A-18, P3, SH60 and EA6B).

FUNCTIONS:

1. Analyzes workload, ensuring proper allocation of resources.
2. Acts as a liaison between FRC Southeast production control, Strategic Business Teams, and item managers/demand planners for both Navy and DLA items.
3. Submits Pick List Requests for issue of material from BP-28 and NIF Stockrooms and fulfills FRC Southeast's "Demand Signal" using Naval Air System Command's (NAVAIR) Depot Maintenance System (NDMS) and supporting software to meet customer's required delivery date (RDD).
4. Provides Status Updates to Customers
5. Close coordination for BOM Maintenance for purchase parts
6. Close Coordination with Buyer/Planners for sourcing

DLA JACKSONVILLE, AVIONICS & STRUCTURAL MECHANICAL COMPONENTS SUPPORT BRANCH (DSCR- ADBB)

MISSION:

Responsible for shop floor material support for the avionics and structural mechanical components production shops.

FUNCTIONS:

1. Analyzes workload, ensuring proper allocation of resources.
2. Acts as a liaison between FRC Southeast production control, Strategic Business Teams, and item managers/demand planners for both Navy and DLA items.
3. Submits Pick List Requests for issue of material from BP-28 and NIF Stockrooms and fulfills FRC Southeast's "Demand Signal" using Naval Air System Command's (NAVAIR) Depot Maintenance System (NDMS) and supporting software to meet customer's required delivery date (RDD).
4. Provides Status Updates to Customers
5. Close coordination for BOM Maintenance for purchase parts
6. Close Coordination with Buyer/Planners for sourcing

DLA JACKSONVILLE, ENGINES AND PLANT MAINTENANCE SUPPORT BRANCH (DSCR- ADBC)

MISSION:

Responsible for shop floor material support for the engines and engine components production shops; and the plant maintenance areas.

FUNCTIONS:

1. Analyzes workload, ensuring proper allocation of resources.
2. Acts as a liaison between FRC Southeast production control, Strategic Business Teams, and item managers/demand planners for both Navy and DLA items.
3. Submits Pick List Requests for issue of material from BP-28 and NIF Stockrooms and fulfills FRC Southeast's "Demand Signal" using Naval Air System Command's (NAVAIR) Depot Maintenance System (NDMS) and supporting software to meet customer's required delivery date (RDD).
4. Provides Status Updates to Customers.
5. Close coordination for BOM Maintenance for purchase parts.
6. Close Coordination with Buyer/Planners for sourcing.